

Marketing/Sales/Office Administration Intern

Internship Brief

We are looking for an intern to work with us for 15 to 25 hours per week on several different tasks that range from data entry to help our office convert to a paperless system, supporting our receptionist and other staff when needed, and other tasks that are necessary to help the office run smoothly and efficiently.

Responsibilities

- Put information into our client management system to allow our office to be completely paperless.
- Help answer phones when needed.
- Assist our receptionist and CSR's with the marketing and communication to and from our existing and new customers.
- Assist our rater when needed and based on workload.
- Work with the owner of the business and sales staff.

Requirements

- Proven work experience in a customer service role a plus
- Being able to work well on a team
- Proficiency working with a computer and Microsoft Office Suite a plus
- Hands-on experience with office equipment a plus
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Good organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- **Positive customer service attitude**

Pros of an internship at AgencyOne

- Opportunity to learn how a small business operates
- Opportunity to learn about possible careers in the insurance industry
- Opportunity to advance at AgencyOne for the right person

Pay and Benefits

- Will be determined based on experience and hours.

To Apply

- Send resume and cover letter to ericb@agencyonemn.com